

PS 3430.08 FPI GENERAL MANAGER INPUT IN SPECIFIC PERFORMANCE EVALUATIONS



Program Statement

OPI: FPI
NUMBER: 3430.08
DATE: 6/3/2002
SUBJECT: FPI General Manager
Input in Specific
Performance Evaluations

1. **PURPOSE AND SCOPE.** To enable General Managers (GM) of Federal Prison Industries, Inc. (FPI) to provide input into the technical performance evaluations of:

- Associate Wardens, Industries and Education (AW) and,
- Superintendents of Industries (SOI) assigned under their supervision.

2. **PROGRAM OBJECTIVES.** The expected results of this program are:

- a. General Managers will provide input into the performance evaluations of the AW and/or SOI assigned to their factories.
- b. General Managers will have more control over the management of the factories under their scope of responsibility.

3. **DIRECTIVES REFERENCED**

PS 3000.02 Human Resource Management Manual (11/1/93)

DOJ Order 1430.3A Performance Management System (PMS) for
General Schedule and Prevailing Rate
Employees (4/14/87)

4. **RESPONSIBILITIES**

- a. GMs will provide input into performance evaluations of any AW or SOI managing a factory where the GM supervises the production of goods and/or performance of services.

- This input will be provided in writing at least twice a year to the Warden and will reflect job performance from an FPI perspective. This will occur during the standard performance evaluation cycle of April 1 to March 31.
 - GM's are encouraged to provide input quarterly, to the extent possible, in support of the quarterly performance logs.
- All input will be provided in accordance with the current policy on performance evaluations.

The evaluation can be in the form of a general memo to the Warden of the overall performance of the AW or SOI, or may be a more formal evaluation that addresses one or more performance elements. In either case, it must be a **written** evaluation.

- If the GM chooses to observe and note employee performance throughout the rating period, he or she can provide information to the Warden quarterly or as needed.
 - Performance information sent to the Warden must also be sent to the respective AW or SOI for their feedback.
 - Periodic information provided to the Warden will substantiate the GM's final input into the overall year-end performance evaluations for an AW and/or SOI.
- If selecting the more formal evaluation, the GM will focus specifically on the performance in the completion of Elements 1 through 5 and Element 8 of Standard Set Number 2, Managers and Department Heads.
 - These technical performance elements directly relate to the factory's management. The elements include:
 - g Element 1, Plans, Monitors, and Evaluates;
 - g Element 2, Implements Operations or Programs;
 - g Element 3, Maintains and Provides Expertise;
 - g Element 4, Communicates;

g Element 5, Manages Budget Responsibilities;
and

g Element 8, Manages Factory Production.

- GM's will briefly summarize the achievements of the individual AW or SOI, as they relate to the performance elements.
- The GM's may recommend to the Warden ratings for each performance element.

b. Wardens will maintain responsibility for deciding and assigning final rating levels.

/s/

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Director